

Wilton Public and Gregg Free Library
Trustee Board Special Meeting Minutes
February 20, 2018

The meeting was called to order at 9:30 a.m. Attending were Library Director Pat Fickett, Youth Services Librarian Chance Joyner, trustees Nikki Andrews, Ron Brown, Helen Dalbeck, Alison Meltzer, Molly Shanklin, Lynne Stone, Mary Ellen Brookes, and alternate trustee Felice Fullam. Guests attending were Assistant Director of the Charitable Trusts Unit Terry Knowles, Director of the Charitable Trusts Unit Tom Donovan, Representative Carol Roberts, Wilton Town Administrator Scott Butcher, and Budget Committee Vice-Chair Harry Dailey. A letter from Joe Torre who was not able to be present was acknowledged by Terry Knowles.

The event was recorded and is available for listening. A transcript will be produced in time.

The purpose of this meeting was to clarify the concept of the different kinds of funds and how funds should be reported and to make any necessary changes to the format of the current Annual Town Report.

A list of questions had been submitted by the Library Trustees to Terry Knowles. She answered some of them by referring to a letter sent to former trustee chair Stan Young in 1999, showing that the RSA's have not changed..

The following terms and their purposes were explained in context: *gross budget, tax money, private money, gifts, restricted funds, unrestricted funds, non-lapsing funds, donor intent, anticipated money, unanticipated money, encumbered money, fines income, income-generating possessions, unexpended balance, and the role of the library trustees.*

Suggestions:

Contact NHLTA for a suggested standardized reporting format which is in compliance with the RSA's.

Continue using the flexibility of QuickBooks in reporting which will help to simplify any adaptations needed.

Assign an individual number to each trust fund.

Terry Knowles and Tom Donovan left at 10:33. Discussion continued.

The meeting ended at 10:50. (Molly, Lynne)

The next meeting of the trustees will be on **Wednesday, February 21 at 8:00 a.m.** This will be a special meeting.

The next regular meeting of the trustees will be on **Friday, March 16 at 8:00 a.m.**

Mary Ellen Brookes 2/20/18